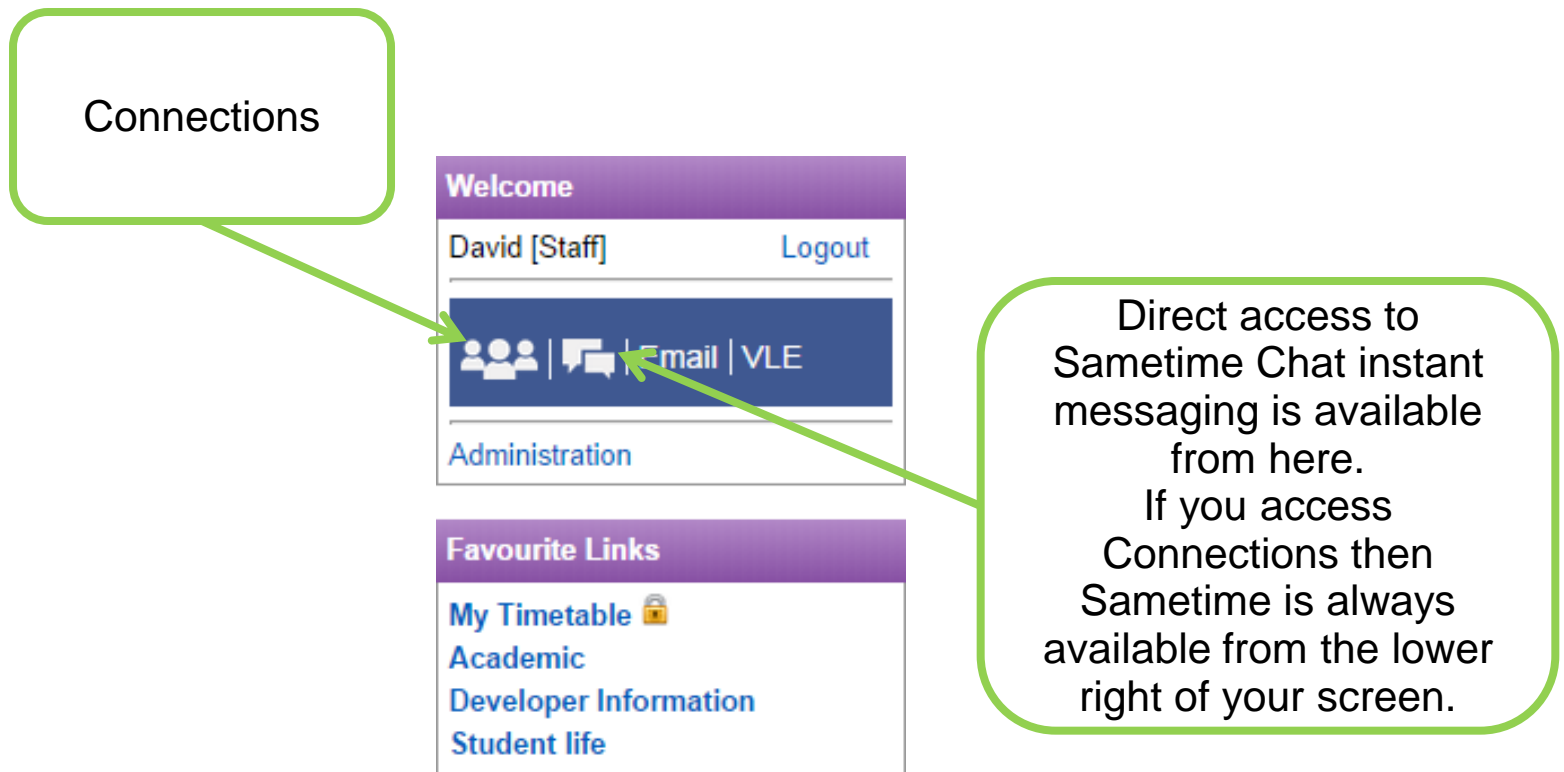


Connections User Guide v1.0

3rd October 2014

Accessing Connections

- Login to <https://my.lsbu.ac.uk/>
- Select the Connections icon on the title bar



The screenshot shows the user interface of the London South Bank University MyLSBU system. At the top, a purple header bar contains the text 'Welcome' and 'David [Staff] Logout'. Below this, a dark blue navigation bar features several icons: a group of people, a speech bubble, an envelope, and the text 'mail | VLE'. A green callout box labeled 'Connections' has an arrow pointing to the group of people icon. Below the navigation bar, there is a section titled 'Administration' and a 'Favourite Links' section with links to 'My Timetable', 'Academic', 'Developer Information', and 'Student life'. A second green callout box on the right contains text explaining that direct access to Sametime Chat is available from the 'Connections' icon.


Connections

Welcome
David [Staff] Logout

mail | VLE

Administration

Favourite Links

My Timetable 
Academic
Developer Information
Student life

Direct access to Sametime Chat instant messaging is available from here.
If you access Connections then Sametime is always available from the lower right of your screen.

What is IBM Connections?

- Social software, designed to meet the needs of organizations and businesses
- Enables staff and students to find people and expertise more easily and to build personal networks of contacts and subject matter experts
- Encourages an open working environment where information and knowledge are shared and located more easily
- Helps groups and teams to work together in shared areas irrespective of work location, time difference or mobile working
- Supports the creation of vibrant communities where staff and/or students come together to learn, share new skills and exchange creative ideas

What are the Connections applications?



Profiles

Find the people you need



Communities

Work with people who share common roles and expertise



Files

Share, and discover documents, presentations, images, and more



Wikis

Create web content with others



Activities

Organize your work and tap your professional network



Forums

Exchange ideas with, and benefit from, the expertise of others



Home

See what's happening across your network of colleagues



Blogs

Present your own ideas, and learn from others



Micro-blogging (Status Updates)

Reach out for help or share news with your network



Bookmarks

Save, share, and discover bookmarks



Social Analytics

Discover who and what you don't know via recommendations



Mobile

Access Connections anywhere, anytime with mobile & tablet access

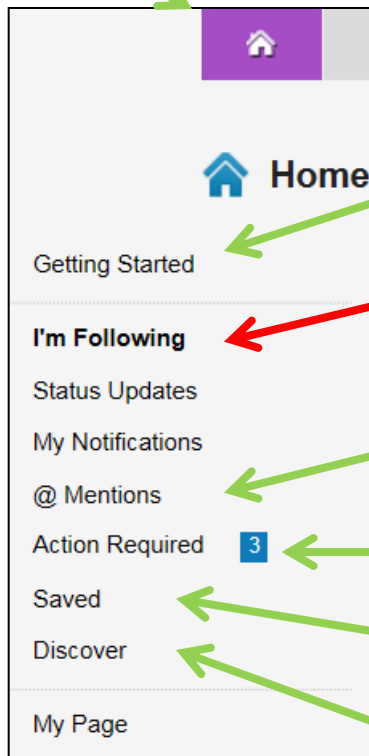
Navigate Connections – Home

(The red box denotes the most important menu option)

The navigation toolbar is displayed at the top of every page



Keep up to date with what is happening across LSBU



Getting Started: Welcome message and overview videos

I'm Following: Comprehensive list of all status updates and changes from people in your network and from communities, forums etc that you are following

@ Mentions: Status Updates in which colleagues have specifically mentioned you so that you are aware of their message

Action Required: "To Do" actions assigned to you

Saved: Updates that you have saved

Discover: All public status updates posted by everyone in LSBU

Navigate Connections - Profiles

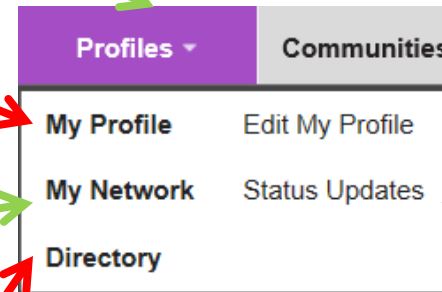


Your Profile, Network and
Directory search for colleagues

My Profile: Your Profile contains your contact details and information about you

My Network: Colleagues who have accepted a network invitation from you or from whom you have accepted an invitation

Directory: Search for LSBU staff and students. Always use the Directory when searching for people by name.



The same
Status Updates
option as on the
Home page.

I'm Following
on the Home
page is more
comprehensive.

Navigate Connections - Communities



Communities contain a set of
Apps that support a group or
team

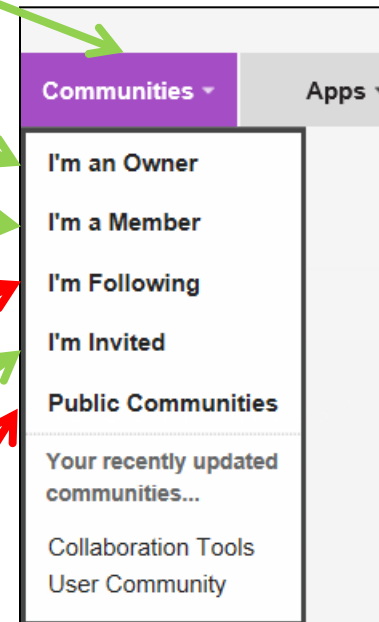
I'm an Owner: Communities that you created or to which you have been added as a co-owner

I'm a Member: Communities that you are owner/co-owner of and those you have joined or been added to as a member

I'm Following: You are a member, owner or co-owner of these communities or you chose to follow them without becoming a member

I'm Invited: Any Communities with pending member invitations

Public Communities: Public or Moderated Communities which are visible to all users.



Navigate Connections - Apps



Apps can stand-alone or be the building blocks of a Community

Activities: Both stand-alone and Community Activities that you are a member or owner of, and Activity To-Do's.

Blogs: Both stand-alone and Community Blogs and Ideation Blogs that you are a member or owner of.

Bookmarks: Your personal Bookmarks and Public Bookmarks shared by all users

Files: Your personal Files and Files that others have shared with you

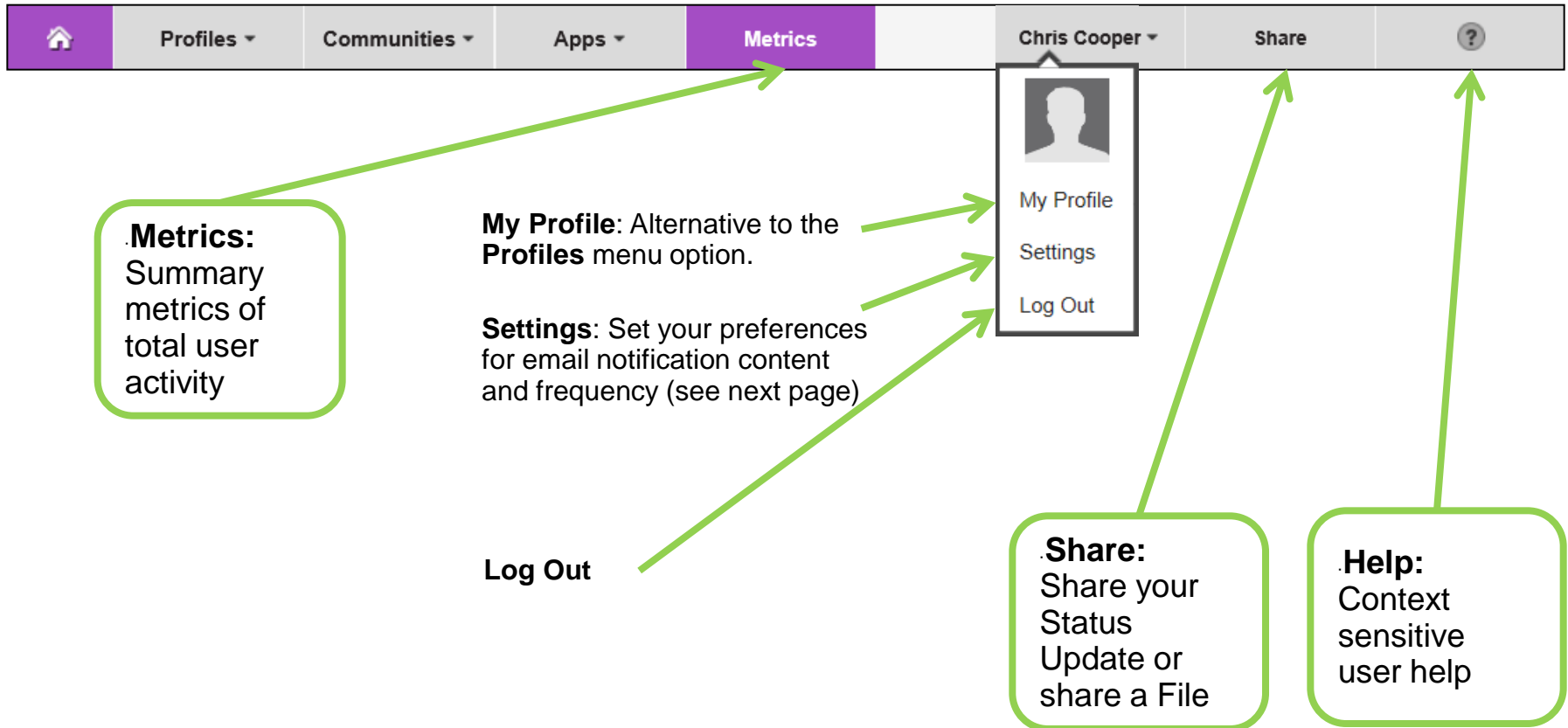
Forums: Both stand-alone and Community Forums that you are a member or owner of

Forums: Both stand-alone and Community Wikis that you are a member or owner of

A dropdown menu for the 'Apps' navigation item. It contains a list of application categories, each with an icon, a name, and two sub-options. The categories are: Activities (briefcase icon), Blogs (two speech bubbles icon), Bookmarks (bookmark icon), Files (folder icon), Forums (speech bubble icon), and Wikis (book icon).

Apps ▾	Metrics
Activities	To Do List High Priority Activities
Blogs	Latest Entries Public Blogs Listing
Bookmarks	Popular Public Bookmarks
Files	Shared With Me Pinned Folders
Forums	I'm an Owner Public Forums
Wikis	I'm an Owner Public Wikis

Navigate Connections – More Main Menu options



Settings - Email Notifications

- You have the option to receive email notifications about people and content
- Select whether or not you wish to receive an email notification and with what frequency for each type of content

The screenshot shows the user interface for 'Chris Cooper'. At the top, there are navigation tabs: Home, Profiles, Communities, Apps, and Metrics. Below these are 'Email Preferences' and 'Application Access'. On the right, a user profile dropdown menu is open, showing 'My Profile', 'Settings' (highlighted with a red box), and 'Log Out'. The main content area is titled 'Notifications Preferences'. It includes a field for the email address 'coopce12@lsbu.ac.uk' with an 'Edit' link, a checked checkbox for 'Receive notifications from other people by email', and a dropdown for 'Email language' set to 'Language used in last visit'. Below this is a section 'How often do I want to be notified about:' which contains two tables. The first table, 'Responses & Notifications', has columns for 'Individual Emails', 'Daily Newsletter', 'Weekly Newsletter', and 'No Email'. The second table, 'Content that I am following', has the same columns. Each table lists various content types with radio buttons to select the notification frequency.

Notifications Preferences

Send emails to this address: coopce12@lsbu.ac.uk [Edit](#)

☒ Receive notifications from other people by email [?](#) Email language: [Language used in last visit](#) [?](#)

How often do I want to be notified about:

Responses & Notifications	Individual Emails	Daily Newsletter	Weekly Newsletter	No Email
Mentions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responses to my content and Notifications for me ?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Content that I am following	Individual Emails	Daily Newsletter	Weekly Newsletter	No Email
People	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Communities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blogs	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tags	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Activities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forums	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Files	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wikis	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bookmarks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

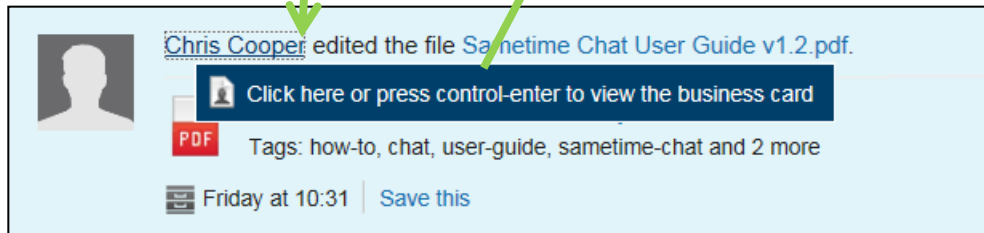
[Save](#) [Restore Defaults](#) [Cancel](#)

Navigate to a colleague's Profile

1. Move the cursor over a name anywhere in Connections and click on the blue popup ribbon

2. The business card is displayed

3. Click to open the Profile, or to see public Communities, Blogs, Forums etc that your colleague is a member of

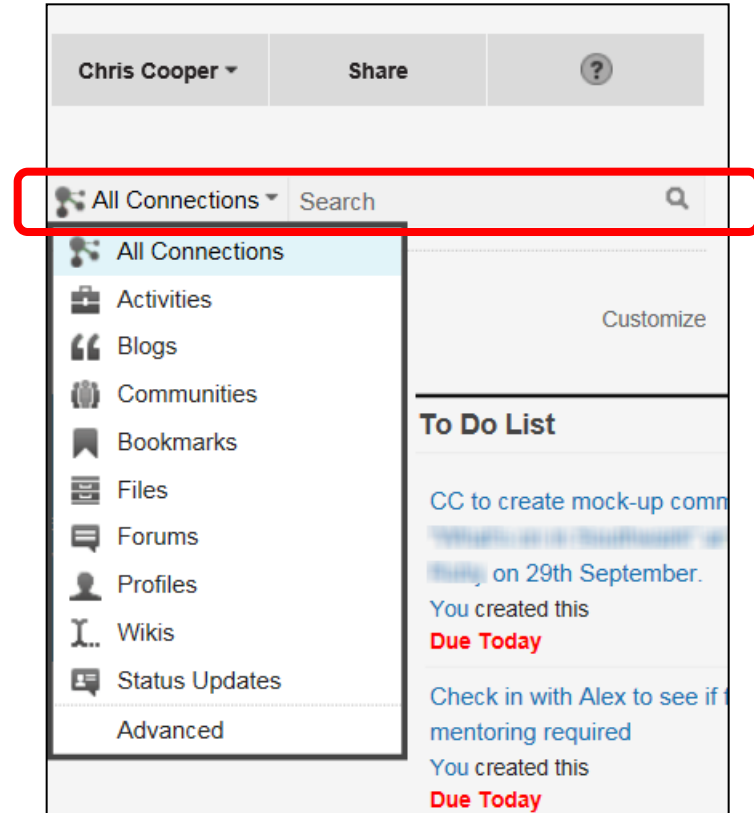


Find information in Connections

- Search is always available in the upper right of the screen.
- Search options adjust to the area of Connections you are navigating.
- You can search by:
 - Content type
 - All Content
 - Activities, Blogs, Communities, Bookmarks, Files, Wikis, Forums...
 - Where the information lives
 - This Community
 - My Communities
 - Public Communities

Always Tag content in Connections as this will add to the effectiveness of search.

Always use the Profiles-Directory option on the main menu if searching for people by name.



Profiles

- Your Connections Profile tells people about you
 - Contact information
 - Your expertise
 - Your network
 - Your status updates
 - Your tags
 - Your links
- You will have an option to approve addition of your ID badge photo to your Profile in a later phase of work
- Edit your Profile to add Background information to describe your skills/experience.
- Add tags to summarise your expertise/interests

Use **Profiles** to:

- Quickly find the people and resources you need to get work done.
- Showcase your own skills and expertise.
- Post status messages to tell your network of what you are working on.
- Maintain and grow your professional network.

Links that you define (e.g. to your LinkedIn profile)

Your Network Contacts

The screenshot displays the 'Profiles' section of the London South Bank University website. The main profile is for Chris Cooper, showing contact details like office number (6500), email (coopec12@lsbu.ac.uk), and department (EDISON & Infrastructure Programmes). The page includes tabs for 'Recent Updates', 'Contact Information', and 'Background'. A sidebar on the right shows 'Network' (No network contacts profile) and 'My Links' (There are no links yet). Green arrows from external text boxes point to various elements: 'Edit My Profile' button, 'Tags' section, 'Recent Updates' tab, 'Contact Information' tab, 'Background' tab, 'Network' section, and 'My Links' section.

Tags. Options to view as a list or a cloud.

Status Updates (the "Profile Board")

Contact details, Department, Email address

Background ("About Me" description)

Community navigation

Community: A place for people who share common interests or who are part of an organisation group or project team to exchange information and ideas and collaborate.
Can contain one or more Applications (Apps) such as Forum, Wiki, Blog etc

Recent Updates lists all the content changes in the Community

All the Applications (Apps) included in the Community are listed in this navigator

Community Tags

Community description

Community members

The screenshot displays the 'Collaboration Tools User Community' interface. On the left, a sidebar contains a 'Recent Updates' section with a circular arrow icon, a 'Navigator' section listing 'Overview', 'Recent Updates', 'Members', 'Forums', 'Files', 'Wiki', and 'Metrics', and a 'Tags' section with a search bar and a list of tags including 'business-support', 'chat', 'collaboration', 'connections', 'community-owner', 'following', 'guide', 'how-to', 'personalise', 'quick-guide', 'quick-start', 'samerate', 'samerate-chat', 'settings', 'tools', 'updates', 'user-guide', and 'user-help'. The main content area is divided into three sections: 'Community Description' (with a paragraph about the community's purpose and tags like 'business-support', 'collaboration', 'connections', 'samerate', 'user-help'), 'Forums' (with a 'Start a Topic' button and a list of topics, including 'How can I find the updates that are relevant to me in Connections?'), 'Files' (with a 'Share Files' button and a list of files, including 'Sametime Chat User Guide v1.2.pdf' and 'Connections Community Owners Quick Guide v1.2.pdf'), and 'Wiki' (with a 'Create a Wiki Page' button and a list of wiki pages, including 'Sametime Resources' and 'Connections Resources'). On the right, a 'Members' section shows a list of user avatars and a 'View All (5 people)' link. Annotations with green arrows point from the text labels to specific elements: 'Recent Updates lists all the content changes in the Community' points to the 'Recent Updates' section in the sidebar; 'All the Applications (Apps) included in the Community are listed in this navigator' points to the 'Navigator' section in the sidebar; 'Community Tags' points to the 'Tags' section in the sidebar; 'Community description' points to the 'Community Description' section in the main content area; and 'Community members' points to the 'Members' section on the right.

Applications available inside (and outside) Communities

Apps are available either within a Community or stand-alone except where shown as “Communities only”:

- Forum
- Blog
- Ideation Blog (Communities only)
- Wiki

- Files and Folders
- IBM Docs
- Media Gallery (Communities only)

- Activities

- Bookmarks
- Events (Communities only)

A Community provides a focus for a group of users such as a project team, a service team or a group of users who share a common skill set.

Use a **Community** where the user group needs (or will need in the future) to use a number of different Applications to collaborate. In this case a Community provides a place where the different Applications required can be accessed by the Community members.

If there is a need to create an **App** such as a Forum to support a discussion on a specific subject, and there is no need for other applications to be associated with that Forum, then a stand-alone Forum can be created that is not part of any community.

Another example would be a personal Blog, which would be created stand-alone and would have no need to be within a Community space.

Forums

- An online discussion board useful for multi-person conversations
- A Topic with its replies is a single discussion.
- A Forum is a group of Topics.
- Post a Topic or Reply to a Topic. Attach a document or include an image from your Files.
- “Like” a Topic or “Like” a Reply
- A Topic can be marked as a question when posted, and the author can accept or decline an answer
- The Forum owner can “pin” a Topic so that it remains at the top of the list of Topics
- A Forum Owner can “lock” a Topic which prevents replies to the Topic until the lock is removed.

Forum: Use as an online discussion board for:

- Asking questions
- Giving tips on how to do things.
- Debating solutions to shared problems.
- Giving help by responding to questions
- Starting a discussion about a news article
- Creating an FAQ for a particular topic

Forums This Forum Search

Collaboration Tools User Community Following Actions Community Actions

Collaboration Tools User Community > How can I find the updates that are relevant to me in Connections?

1 reply Latest Post - 17 Sep 2014 by Chris Cooper

Chris Cooper 2 Posts

How can I find the updates that are relevant to me in Connections?

17 Sep 2014 | Tags: following, personalise, settings, updates Add or Remove Tags

✓ This question has been answered.

Reopen Question Reply Edit Delete Move Lock Topic Pin this Topic

Updated on 17 Sep 2014 at 11:07 by Chris Cooper

Chris Cooper 2 Posts

ACCEPTED ANSWER

Re: How can I find the updates that are relevant to me in Connections?

17 Sep 2014 in response to Chris Cooper

You should join as a member or follow any community that is of interest, invite your colleagues to your network, and follow any communities, forums, people etc who are of interest to you. Then you will see the latest updates from any of these sources on your home tab by selecting "I'm Following". By default you will also receive email notifications of some updates on a daily or weekly basis. Below your name in the page title bar select **Settings** to see the default email settings. You can change these settings to better meet your needs.

Decline this Answer Reply Edit Delete

Reply to this Topic Start a Topic

Feed for this topic

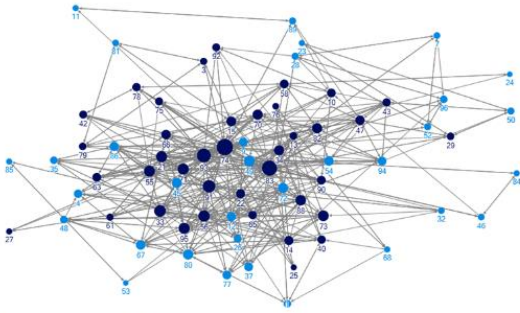
Cloud List

Blogs

- Articles published in a Blog are “Blog Entries”
- A Blog can have a single author or multiple authors (a Group Blog)
- You can Save as Draft or Preview the Blog Entry before Posting
- Blog Entries can be created as Rich Text or, if you are familiar with HTML, there is an HTML option
- Blog Entries can include rich text, images, links
- Your colleagues can “Like” your Blog Entry and/or Comment on your Blog Entry
- Colleagues who find your Blog interesting can Follow it
- Additional options such as delaying the posting of a Blog Entry to a future date can be found in Settings

Blogs: Used by individuals or small groups to publish their ideas on a subject, their experiences or their learning points. For example:

- Publishing updates on topics that are relevant to a community or group
- Providing a newsletter where articles are added whenever needed
- A personal journal of activities



Following Actions ▾ | Blog Actions ▾ | Community Actions ▾

New Entry | Settings | View All Entries

Social Network Analysis

Chris Cooper | Yesterday 20:18 | 3 Visits

Like

Social networks are depicted as nodes and links. Nodes typically represent individual people but can also be systems, groups or organizations. Links depict some form of relationship and are often directional. A link that is not directional may just depict that nodes A and B communicate but it does not tell us anything about the direction of that communication. If the links are directed then that enables us to make a distinction between A communicating with B, B communicating with A and two way communication. Arrows are used to show the directionality of the links.

The meaning of links is crucial. In a network generated from a questionnaire survey each question will provide a different network. In one network a link could mean that “A is aware of B and B’s role in the organization”. In a different network a link could mean “A supports B through mentoring and coaching” and so on. Getting the wording of the question right is very important, and that question wording is essential in interpreting the network that results.

Modified yesterday 20:22 by Chris Cooper

Add a Comment | Edit | More Actions ▾

Comments (0)

There are no comments to display

Add a Comment

Previous Entry | Main | Next Entry

Feed for Blog Entries | Feed for Blog Comments | Feed for Comments for this Entry

Archive

September 2014

Blog Authors

Chris Cooper

1 - 1 of 1 authors

Ideation Blogs (Communities only)

- Each community or sub-community can only have a maximum of one Ideation Blog
- Post an Idea (which can include photos and links etc)
- Vote, comment or “like” an idea
- Advanced settings allow each participant to have a restricted number of votes
- The best ideas can be “graduated” and a community activity created for each.

Ideation Blogs: Generate ideas and then collect votes and feedback to gather consensus on which ideas are the best.

- Brainstorming a name for a new course
- Creating a list of headline topics for an event or conference
- Posting and prioritising research ideas for seed funding or sponsorship

The screenshot displays the 'IBM Connections Idea Blog' interface. At the top, there is a 'New Idea' button. Below it, a pagination bar shows '1 - 30 of 464' and 'Page 1 | 2 | 3 | 4 | 5 ... 16', with 'Previous' and 'Next' links. A 'Sort by:' dropdown is set to 'Date', with links for 'Title', 'Votes', 'Comments', and 'Visits'. The main content area lists three ideas:

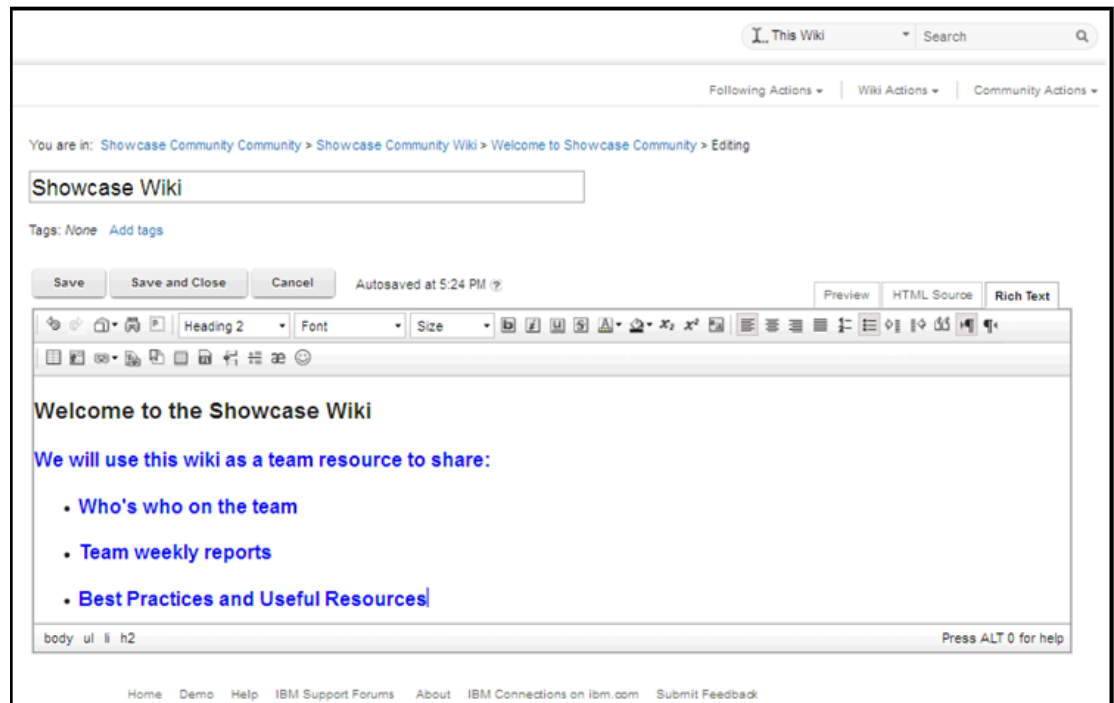
- Idea 1:** 'Customizing Community events' by Murali, posted today at 8:03 AM with 2 visits. It has 0 votes. The text asks, 'Is it possible to customize community events?'.
- Idea 2:** 'Community membership - show additional details about Community members' by Simon, posted on Aug 9 with 7 visits. It has 3 votes. The text describes a request for additional details when accessing the members' area, listing three specific suggestions: 1) an indication of when members were added/joined, 2) an indication of when they last contributed, and 3) sorting members by their last contribution date.
- Idea 3:** 'More refined notifications' by Joshua, posted on Aug 7 with 1 comment and 8 visits. It has 6 votes. The text starts with 'Problem: Nearly everyone I know who uses connections ultimately tunes their notification settings to...'.

Wikis

- Create peer pages and child pages as required to form a hierarchical information resource
- Populate pages using rich text or (for more experienced users) HTML markup
- Add text, images, links and attach files
- Subscribe to page changes so that you are notified when a change occurs
- “Like” or comment on a page
- Download a page as an .html file
- Compare page versions and see exactly which changes each editor made. Revert to a previous version if required

Wikis: Wikis are pages that multiple people can edit. Used by groups of users to collaborate in the creation of an information resource

- Maintain documentation
- Team management of “how to” or “best practices” guides
- Save time on team calls by having everyone share progress updates in a team wiki



Comparison of Wikis with Blogs and Forums

Wikis	Blogs	Forums
(Typically) multiple authors	(Typically) single author / multiple for community	Single author / post
Documenting / Refining of content	Broadcast of personal opinion	Broadcast a single topic or question
Editing over time	Posting thoughts once (don't go back and edit content)	Don't go back and edit the original topic
Encourage joint editing	Encourage comments	Encourage comment threads
Repository of group knowledge	Repository of individual thoughts / knowledge	Capture many opinions / answers
Could include complex, multi-topic content	Single topic per post	Single topic per post

Files and Folders


- Manage File versions and who can upload new versions.
- Tag files so they are easy to find.
- See who downloaded your file, what version they downloaded and when they downloaded it.
- Users who have downloaded a File are automatically notified when a new version is added
- Add recommendations and comments.
- There are file storage limits in Connections. In the Files application, My Files has 500Mb and a community's files has 500 Mb. Each sub-community has its own 500 Mb allowance.
- Files or Folders can be public, shared with specific people or communities, or private

- **Files:** Share documents, spreadsheets, presentations and more without sending large attachments through email.
- Share Files with selected individuals, groups and communities, or make them public internally within LSBU
- Create Folders and share a File with any number of Folders

























My Files

Files that you own.



[Download](#) [Share](#) [Add Tags](#) [Move to Trash](#)

Display:  [Customize](#)

1-6 of 6

<input type="checkbox"/>	Name	Updated	Downloads	Size	Sharing
<input type="checkbox"/>	 LSBU Connections Pilots.xls	 11:35	1	59 KB	 
<input type="checkbox"/>	 LSBU Connections Phase One calls.xlsx	 11:34	1	11 KB	 
<input type="checkbox"/>	 Sametime Chat User Guide v1.2.ppt	 26/09/2014	0	1.13 MB	 
<input type="checkbox"/>	 Getting Started with Sametime Quick Guide v1.1.doc	 26/09/2014	0	200 KB	 
<input type="checkbox"/>	 Getting Started with Connections Communities Quick Guide v1.0.doc	 23/09/2014	0	100 KB	 
<input type="checkbox"/>	 Connections Community Owners Quick Guide v1.2.doc	 23/09/2014	0	180 KB	 

Show [10](#) [25](#) [50](#) items per page

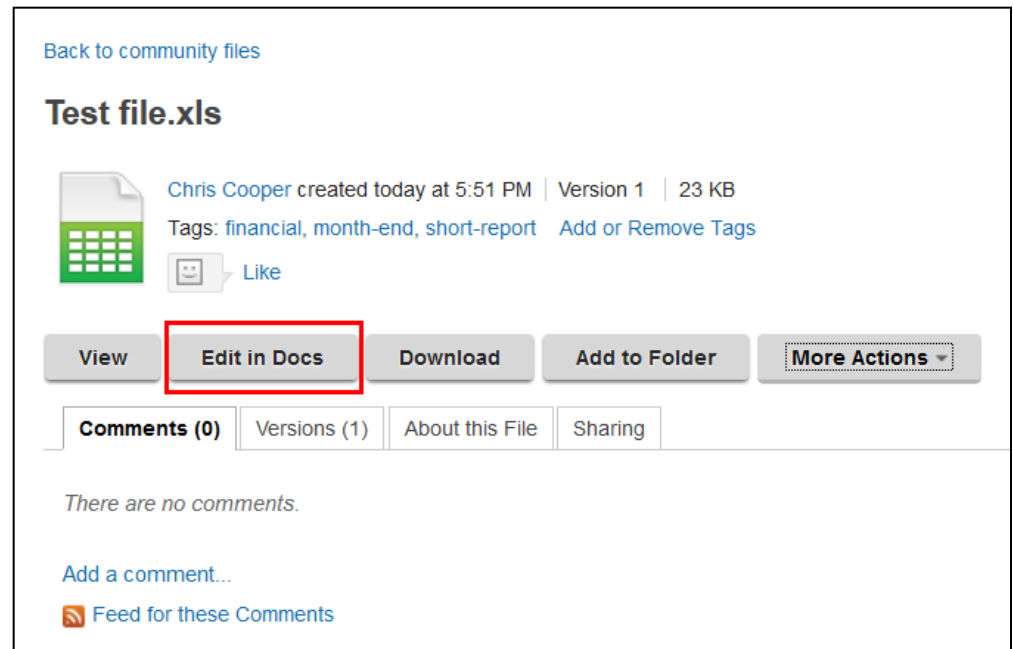
 [Feed for these Files](#) |  [Download All Files](#)

You have 495 MB of free space remaining (500 MB limit).

IBM Docs

- **Edit in Docs** enables you to edit a document in-situ without downloading it
- Updates to the document can be **Shared** as drafts (only visible to editors) or **Published** as new versions (visible to editors and readers)
- Files can be locked to prevent the other Editors from making changes
- The File can be downloaded in native format or as a .pdf
- Once you start using the **Edit in Docs** button subsequent edits to the File should be done in situ using the same option. If you want to maintain the File on your local drive then use the **Upload New Version** option and not **Edit in Docs**

- **IBM Docs:** In the Files App the “**Edit in Docs**” option enables a File to be edited in situ without downloading
- More than one editor can work on a document at the same time, with all editors seeing all the changes in real time. Coloured highlighting tracks which editor made each change

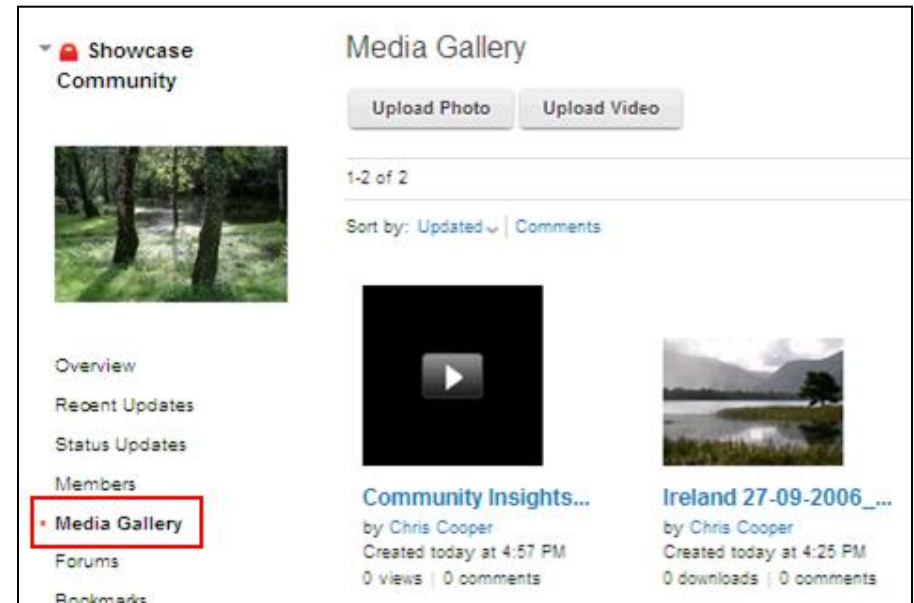


Media Gallery (Communities only)

- A community can contain only one Media Gallery
- Media Gallery is a viewer which can be configured for photos or videos or both.
- The files themselves are stored in community Files along with other types of file and count towards the 500 Mb storage limit for Files
- Viewing photos and videos is quicker and easier via the Media Gallery than it would be via Files.
- A thumbnail image can be uploaded for each video
- Users can “Like” or comment on photos and videos
- Videos must be in .mp4, .mov or .flv format (more precisely the video file must be encoded using the H.264 format, and the audio must be encoded with AAC).

A **Media Gallery** in a community could be used for:

- Sharing photos or videos that are relevant to the objectives of the community.
- Sharing photos from recent community face to face events
- Sharing community welcome or training videos
- Sharing photos of whiteboards, post-it walls etc. that your team uses to organize its work



Activities

- Activities provide an online, interactive working area and “To Do” list
- A community will only contain one Activity Application. Multiple Activities can be created in that App.
- Activity members can have the role of Owner, Author or Reader
- Sections can be used as headers to organize the Activity content
- Entries are units of content that can include text, files, bookmarks and custom fields. Files, emails and Sametime chats can all be added as Entries
- To Do items can be assigned to individuals or the whole team and given a due date. Assignees keep track in their To Do list
- An Activity that is likely to be repeated can be saved as a Template. Future Activities can be configured from the Template.
- Each user can apply their own priority flags to their Activities to make their most important Activities easy to locate.

Activities are excellent for managing the completion of tasks, small projects or workstreams of large projects. Examples could be:

- A team planning a marketing campaign
- A team collaborating to develop a training curriculum
- An employee tracking sign-off of a health and safety manual

The screenshot displays the 'Activities' application interface. At the top, there are navigation tabs for 'Profiles', 'Communities', and 'Apps', along with a user profile 'Chris Cooper' and a 'Share' button. Below the navigation, there are tabs for 'Activity Templates' and 'Recent Updates', and a 'This Activity' button. The main content area shows an 'Activity Goal' with the text 'Compile and distribute report of activities to end of August... [more]'. Below the goal, there are buttons for 'Add Entry', 'Add To Do Item', and 'Add Section'. The 'Requirements' section is expanded, showing a list of tasks with checkboxes, due dates, and assigned users. The tasks include 'Report Format', 'Report Objectives', 'Marketing-Campaigns-first-draft', 'Marketing-Events-first-draft', 'Sales Results first draft', and 'Executive summary first draft'. The '1. Marketing Campaigns' section is also expanded, showing a list of tasks with checkboxes, due dates, and assigned users. The tasks include 'Marketing Campaigns - draft for review', 'Just realized I omitted the Social Media marketing campaign info', and 'Here is the Social Media Marketing section - I will consolidate into the next version of the Mark...'. The '2. Marketing Events' section is also expanded, showing a list of tasks with checkboxes, due dates, and assigned users. The tasks include '3. Sales Results', 'Consolidated Report for Sign-Off', and 'Report Distribution'.

Task	Assigned To	Due Date
Report Format	Chris Cooper	
Report Objectives	Chris Cooper	
Marketing-Campaigns-first-draft	Assigned To: Chris Cooper	
Marketing-Events-first-draft	Assigned To: Carol L. Sumner	
Sales Results first draft	Assigned To: Chris Cooper	Due Aug 21
Executive summary first draft	Assigned To: Carol L. Sumner	Due Aug 23

Task	Assigned To	Due Date
Marketing Campaigns - draft for review	Chris Cooper	
Just realized I omitted the Social Media marketing campaign info	Chris Cooper	
Here is the Social Media Marketing section - I will consolidate into the next version of the Mark...	Chris Cooper	

Task	Assigned To	Due Date
3. Sales Results		
Consolidated Report for Sign-Off		
Report Distribution		

Bookmarks

- Users can create personal bookmarks or Community bookmarks
- Personal bookmarks can be shared with one or more Communities
- Users can create a Watchlist (Bookmark filter) of tags and people
- Users can add someone else's bookmark to their own
- Notify other users of an interesting bookmark
- Notify the owner of a broken URL if a bookmark no longer works

- **Bookmarks** that you create in Connections are URL's stored online and are not local to a specific browser or computer.
- By creating public bookmarks you enable colleagues to benefit from useful information that you have found both internal and external to LSBU
- Tagging of bookmarks is very important so that they can be found easily by searching. Well tagged social bookmarks provide a powerful information resource

The screenshot shows the 'Public Bookmarks' section of the Connections application. The top navigation bar includes 'Home', 'Profiles', 'Communities', 'Apps', and 'Metrics'. The user 'Chris Cooper' is logged in. The 'Bookmarks' section has tabs for 'My Bookmarks', 'Public Bookmarks' (selected), 'Popular', and 'My Updates'. A search bar is visible on the right. The main content area displays a list of public bookmarks, sorted by 'Date' (1 - 5 of 5). The list includes:

- Collaboration Tools User Community** by Chris Cooper, Yesterday 11:24. Tags: connections, how-to, sametime. [More](#)
- Meteor** by David Lewis, 23 Sep 2014. Tags: development, html, html5, javascript, web-development. [More](#)
- Moving a Sharepoint Sub Site to its own Site Collection in 3 easy steps - CodeProject** by David Lewis, 23 Sep 2014. Tags: development, sharepoint, site-collection, web-application. [More](#)
- Getting Started with ASP.NET MVC 5 | The ASP.NET Site** by David Lewis, 23 Sep 2014. Tags: .net, asp.net, c#, mvc, mvc-5, visual-studio, web-development. [More](#)
- Use Git branches to switch contexts, suspend work, and isolate risk** by David Lewis, 23 Sep 2014. Tags: configuration-management, development, git, microsoft, ms, scm, source-control, visual-studio. [More](#)

At the bottom, there are options to 'Show 10 | 25 | 50 items per page' and links for 'Feed for These Bookmarks' and 'How to Embed These Bookmarks'.

Events (Communities only)

- Tabs for Events list and Calendar View
- Community members can:
 - Indicate whether they will/will not attend
 - See a list of who has confirmed they will attend
 - Post a comment on the Event
- Event authors can notify some or all the community members when a new Event is posted
- Depending on your email application and version, you may be able to add Events to your personal calendar

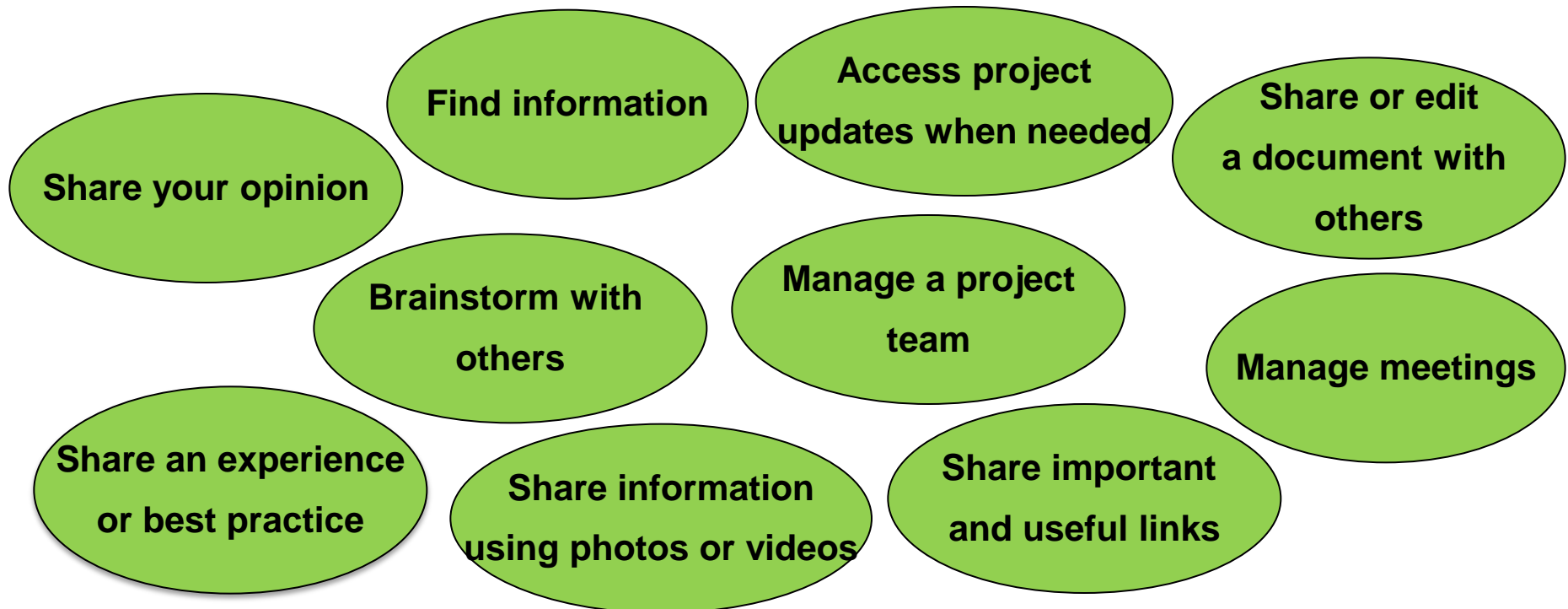
Community **Events** could be used for:

- Project team meetings
- Subject matter expert presentations to a community
- Question and answers sessions for community members
- Social events of interest to community members

The screenshot displays the 'Communities' interface. At the top, there's a header with the 'Communities' logo and a dropdown for 'This Community'. Below this, a section titled 'What's on in Southwark?' features a sidebar with a 'What's on in Southwark?' link and a list of navigation options: Overview, Recent Updates, Members, Forums, Events, and Metrics. The main content area is titled 'Events' and includes tabs for 'Events' and 'Calendar View'. Below the tabs are buttons for 'Create an Event', 'Edit Event', and 'Delete Event'. The 'Calendar View' shows a monthly calendar for October 2014. Events are listed in blue boxes on specific dates: '19:00 Darts Night' on Tuesday 30/09, and '18:00 Yoga classes' and '20:00 Comedy Club' on Wednesday 1/10, 8/10, 15/10, 22/10, and 29/10. At the bottom, there's a link to 'Add to Personal Calendar' and a status indicator 'Day 275 - 90 days left in the year'.

Getting work done with Connections

1. What do you want to accomplish?
2. How would you typically approach that task?
3. What options are available to help you tackle that challenge **faster**, more **efficiently** or more **collaboratively**?



Thank you!